

**Roosevelt International Baccalaureate Middle School**  
**Site Governance Team Bylaws**  
Revised April 2010

**I. Mission Statement**

The mission of the Roosevelt IB Middle School Site Governance Team is to support and promote the IBO/Roosevelt Middle School mission:

A. The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

B. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

C. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

**II. Purpose**

The purpose of the Roosevelt IB Middle School Site Governance Team (hereafter referred to as SGT) is to foster high student achievement, set goals, formulate plans, and facilitate staff decision-making to improve IBMYP instructional programs.

The SGT will ensure that shared decision-making through collaboration and representation at Roosevelt IB Middle School is an empowering planning and problem-solving process for improving the quality of education for students.

This document is a vehicle to: 1) empower Roosevelt stakeholders who have an interest in improving the quality of education at the school, and 2) help make decisions regarding those site issues that have been established herein as within the scope of shared decision-making in San Diego Unified School District.

The shared decision-making procedure shall not discriminate against any person(s) based upon race, creed, religion, gender, ethnicity, age, marital status, sexual orientation, or disability. It shall apply to all programs within the schools' services division and all other divisions as appropriate.

This document in no way diminishes the legal authority of School Site Council (SSC) or any other group.

### **III. Authority**

A. The SGT has the authority to create governance bylaws; form committees open to all staff and parents; address issues and develop proposals that directly affect IBMYP instructional programs; and support students' academic, social, and emotional growth. Within this scope and the provisions of district policy, collective bargaining agreements, and state law, the SGT has the following power and authority to:

1. Review and make recommendations for IBMYP curriculum and instructional goals for all students.
2. Review and make recommendations for the Master Schedule to support IBMYP curricular goals and objectives.
3. Review policies and procedures to support students' social and emotional growth.
4. Review and make recommendations for the use of discretionary funds by committees under the purview of SGT.
5. Appoint and assign responsibilities to ad hoc committees as it deems appropriate.

B. Staff members have the right to:

1. Elect their representatives to the SGT as established in this document.
2. Recall their elected representatives in accordance with provision of these bylaws. A petition must be submitted and signed by a majority of the constituency.
3. Hold a secret ballot vote.
4. Review SGT actions.

C. Students, parents, and community members have the right to:

1. Elect their representatives to the SGT as established in this document. If no student, parent, and/or community member is elected, these can be appointed by the SGT and serve as if elected.
2. Recall their elected representatives in accordance with provision of these bylaws. A petition must be submitted and signed by a majority of the constituency
3. Hold a secret ballot vote.
4. Review SGT proposals.

D. The school principal retains the following rights to:

1. Implement programs, policies, and procedures.
2. Evaluate and discipline all staff members.
3. Exercise such other power and authority that is exclusively delegated to the principal by state law, district policy, and collective bargaining agreements.

#### **IV. SGT Structure and Participants**

The SGT will meet monthly during the regular school year. It may occasionally be necessary for the SGT to hold special meetings.

A. The recommended composition of the SGT is as follows: One to three administrators, one to three parents/community members, one ASB student representative, and representatives from departments as described in Section B.

B. Representation of Departments – Representative(s) will be elected from the following departments:

1. Language A
2. Language B
3. Mathematics
4. Humanities
5. Arts & Technology
6. Sciences
7. Physical Education
8. Sixth Grade
9. English Language Learners
10. San Diego Education Association
11. Special Education
12. Counseling

- 104 13. Classified Staff  
105 14. PrimeTime Supervisor  
106 15. Library  
107 16. Gifted and Talented Education (GATE)  
108 17. IBMYP Coordinator  
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110 Departments will elect representatives and those representatives  
111 will report on IBMYP implementation and other activities at each  
112 SGT meeting. If a representative is unable to attend, s/he is  
113 responsible for finding an alternate who will then assume full  
114 voting rights for that meeting.

115 C. Representation of Classified Staff – Classified personnel shall  
116 elect two representatives. If a representative is unable to attend,  
117 s/he is responsible for finding an alternate who will then assume  
118 full voting rights for that meeting.

119 D. Representation of Parents/Community Members – Roosevelt  
120 parents and community members shall elect representatives. It is  
121 recommended that parents represent the following student  
122 programs:

- 123 1. Gifted and Talented Education  
124 2. Special Education  
125 3. English Language Learners  
126 4. General Education

127 In view of the diversity of Roosevelt’s student body and in order to  
128 further the mission of the SGT, parents and community members  
129 are encouraged to elect representatives who reflect the  
130 aforementioned diversity.

131 E. Representation of Students – One Associated Student Body (ASB)  
132 representative will serve on the SGT team. The ASB representative  
133 (and alternates) must have at least a 3.0 GPA in both academics  
134 and citizenship. The ASB Advisor will ensure that representatives  
135 and alternates meet SGT requirements. If the representative is  
136 unable to attend, s/he is responsible for finding an alternate who  
137 will then assume full voting rights for that meeting.

138 F. Representation of Administration – One to three Administrator(s)  
139 will serve on the SGT team. S/he shall be responsible for reporting

140 on the state of the IBMYP, which includes all topics relevant to  
141 student needs.

## 142 **V. Election Process and Terms of Office**

143 A. All representatives may be appointed by consent or can be  
144 elected by their constituents using a secret ballot.

145 B. Representatives shall serve a term of two years.

146 C. To resign from the SGT, a representative must deliver written  
147 notice to the chairperson.

## 148 **VI. Meeting Protocol**

### 149 A. Meeting structure

150 1. Monthly meetings shall be held during the school year.

151 2. Special meetings will be scheduled as needed.

152 3. All regular and special meetings shall be in accordance  
153 with Robert's Rules of Order or in accordance with the  
154 adaptation thereof.

155 4. Meetings shall be held in the Library Media Center, unless  
156 otherwise stated, and begin promptly at designated time.

157 5. Meetings are open to all staff, students, parents, and  
158 community members.

### 159 B. Agendas and agenda requests

160 1. The agenda for the upcoming meeting will be posted  
161 electronically to all stakeholders 24 hours prior to the  
162 meeting. Hard copies will be available upon request.

163 2. Agenda requests with an IBMYP focus are due to the chair  
164 72 hours prior to the upcoming meeting.

165 3. The SGT may address a particular issue immediately, or it  
166 may delegate the issue to the appropriate personnel (e.g.  
167 administration, custodial, counseling, technology).

168 4. Issues may be placed on a "parking lot" to be addressed at  
169 a future meeting.

### 170 C. Minutes

- 171 1. Minutes will be taken by the SGT secretary or a member  
172 appointed as needed.
- 173 2. The minutes will be approved by the team at the start of  
174 the next meeting.
- 175 3. The minutes will be posted electronically. Hard copies will  
176 be available upon request.

177 D. Committees

- 178 1. Committees will be created as needed, both standing and  
179 ad hoc.
- 180 2. Standing and ad hoc committees will serve in advisory  
181 roles to SGT. They will provide suggestions for staff as  
182 deemed necessary and appropriate for their specific  
183 committee. Those suggestions must then be moved and  
184 approved by SGT.
- 185 3. Standing committees' representatives will report at each  
186 SGT meeting.
- 187 4. Ad hoc committee representatives will report at the next  
188 SGT meeting.
- 189 5. Forming ad hoc committees requires a majority vote of  
190 the SGT.

191 E. Expectations and responsibilities of members

- 192 1. All members will:
- 193 a) Arrive promptly.
- 194 b) Have read and prepared for meetings prior to the  
195 start of the meeting.
- 196 c) Comport themselves with courtesy and respect  
197 towards other SGT members.
- 198 2. Chairperson will:
- 199 a) Be elected by the team in the fall for a two-year  
200 term.
- 201 b) Schedule the monthly meetings and notify all  
202 members.

- 203 c) Create the agenda for each meeting.
- 204 d) Facilitate and monitor meetings.
- 205 e) Establish a professional tone and manage each
- 206 meeting by adhering to the agenda, as well as starting
- 207 and ending each meeting in a timely manner.
- 208 f) Enforce the provisions set forth in this document.
- 209 3. Co-Chairperson will:
  - 210 a) Be elected by the team in the fall for a two-year
  - 211 term.
  - 212 b) Facilitate the monthly meetings when the
  - 213 Chairperson is unavailable.
  - 214 c) Maintain the official SGT records including minutes,
  - 215 agendas, attendance records, and the members' names,
  - 216 addresses and phone numbers.
- 217 4. Secretary will:
  - 218 a) Be appointed by the Chairperson at each meeting
  - 219 (unless one member has agreed to be a permanent
  - 220 secretary).
  - 221 b) Keep minutes of the meetings and distribute a draft
  - 222 of those minutes via e-mail or interoffice mail to all
  - 223 SGT members seven days prior to the next meeting.
- 224 5. Department representatives will:
  - 225 a) Be prepared to share IBMYP implementation and
  - 226 other topics pertaining to their departments.
  - 227 b) Share department highlights during roundtable in
  - 228 30 seconds or less. Passing is acceptable if there is no
  - 229 news to report.
  - 230 c) Notify the Chairperson/Co-Chairperson if they are
  - 231 unable to attend and identify the substitute
  - 232 representative.

## 233 F. Decision Making

### 234 1. Voting

235 a) In order to make school-wide decisions, a quorum  
236 (50% plus one person) of members must be present,  
237 including members from each constituent group: 1)  
238 administration, 2) departmental representatives, and 3)  
239 student/parent/community members.

240 b) In the absence of a quorum, the meeting will be  
241 adjourned and rescheduled.

242 c) If consensus cannot be reached, a simple majority  
243 vote will suffice.

244 d) If a simple majority cannot be reached, then the  
245 issue will be tabled and redirected to an ad hoc  
246 committee for further investigation into possible  
247 solutions.

## 248 2. Emergency Decisions

249 Emergency decisions that fall within the scope and authority  
250 of the SGT and are time-sensitive shall be made by the  
251 principal. These decisions may be impacted by legal,  
252 contractual, or district procedures and are subject to review.

## 253 3. Shared Decision-Making Procedures

254 The SGT shall:

255 a) Make decisions that enhance IBMYP implementation  
256 and student achievement.

257 b) Consider proposals from stakeholders.

258 c) Identify and prioritize IBMYP issues.

259 d) Direct concerns to a standing or ad hoc committee  
260 or appropriate personnel.

261 When the principal dissents from a majority decision, the  
262 issue is sent to the Contract Administration Committee (CAC).  
263 If the SGT cannot resolve a dispute, the constituency group  
264 of the individual stakeholder bringing the issue(s) may refer  
265 the dispute in writing to the CAC for resolution. The CAC  
266 procedures retain final responsibility for the administration  
267 of district schools with the Board of Education, consistent  
268 with state law.



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4. Conflict Resolution
- Methods for resolution:
- a) Table the item and return later in the meeting.
  - b) Place item in the “parking lot.”
  - c) Call a 5–minute break.
  - d) Informal discussion.
  - e) Direct unresolved issues to a standing or ad hoc committee for possible solution.
- G. Process for amending the SGT bylaws
1. The SGT Bylaws will be reviewed and updated every two years.
  2. If there is a concern regarding the bylaws, a representative may request a review or change to the bylaws.